

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 500 CLASSIFICATION AND MANAGEMENT OF INMATES	SUPERSEDES: IB 93-31 05/04/93 AR 563 08/27/87
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 563 REPORTING OF INMATE WORK AND MERITORIOUS CREDITS	EFFECTIVE DATE: 09/09/02

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PURPOSE

To establish guidelines for a standardized system of reporting work credits earned by inmates within the Department.

AUTHORITY

NRS 209.433
NRS 209.443
NRS 209.446

RESPONSIBILITY

The Associate Warden of Programs/Facility Manager are responsible for implementation and compliance with this work/meritorious credit reporting system, training of local staff who have input into the system, and the research of inmate complaints, appeals and grievances.

[Each warden or facility supervisor will develop local procedures to implement the requirements of this procedure.]

The Correctional Case Records Manager (CCRM) has regulatory responsibility for credit maintenance.

DEFINITIONS

MERITORIOUS CREDIT – Credit awarded after a meritorious act or achievement to include completion of an approved educational, vocational, or treatment program, conservation/fire suppression, act of heroism, or other charitable or exceptional acts deemed meritorious by the Director.

SUPERVISORS WORK CREDIT REPORT- A comprehensive report (NDOC-536) completed by the Work Supervisor, on a monthly basis, which is an accumulation of work credit information to be posted to the Nevada Corrections Information system (NCIS).

WORK CREDITS- Credits awarded for participation in work, vocational, or educational programs. This credit includes regular credit for work or study performed in an institution and credit, in addition to regular credit, for work/study performed in minimum or community trustee assignments.

WORK CREDIT COORDINATOR

Designated staff at each institution facility who supervises the submission of inmate work credits.

WORK CREDIT SUPERVISOR- A staff member who is responsible for the actual supervision of inmates at their place of employment/education or an individual employed by a private sector industry, which employs inmates.

APPLICABILITY

This regulation applies to all staff with the authority to supervise inmates, report work time, credit work accounts, and regulate the system in accordance with this policy.

PROCEDURES

563.01 INSTITUTION/FACILITY REPORTING REQUIREMENTS

1.1 Work Supervisors should record work credits for inmates assigned to their areas by the third day of each month. The standardized recording form (DOC 536) will be used.

1.1.1 Inmates employed by the Work Supervisor will confirm the earnings on the Work Supervisor's monthly work report by initialing the entry relative to their earnings for the month of the report.

1.1.2 When an inmate has transferred to another institution/facility, or is no longer in the Department, the Work Supervisor will note the reason in the inmate's initial column.

1.1.3 The time frame covered by the Work Supervisor's report should be from the first day of the previous month to the last day of the previous month.

1.2 The Coordinator is required to verify inmate assignments to ensure that they conform to the classification records.

1.2.1 This verification will ensure that inmates who are not assigned to work or study do not receive work credits.

1.2.2 The Coordinator shall review and verify the Work Supervisor's monthly work report to ensure that the calculation of prorated credits, where applicable, is correct.

1.3 The Coordinator will assign responsible records staff to complete data entry of all reported work credits from the Work Supervisors reports into the NCIS system developed for this process.

1.3.1 This will be accomplished by the close of business on the fifth working day of each month.

1.3.2. The record staff will use the Department's standard reporting format to complete this process.

1.4 The credit earnings will be compiled into a monthly work report by the designated staff at each location. This will be accomplished by the close of business on the fifth day of each month.

1.5 After all credits are entered at the institution/facility, the Coordinator/designee will advise the CCRM, by way of telephone call, that it has been completed and ready for posting by the Network Specialist.

1.6 The NCIS will represent the official, up-to-date record of the inmate's sentence computations,

time served, and time remaining. **(3-4094)**

563.02 FORMS RETENTION

1.1 A copy of the monthly report shall be filed at the institution/facility for later reference.

1.1.1 The Supervisor's Work Credit Report, from which the monthly report was compiled, will also be filed by month with the comprehensive monthly work report.

1.1.2 These documents will be maintained on file at the institution/facility for three years, in accordance with the record retention schedule, and then purged and destroyed.

563.03 POSTING REQUIREMENTS

1.1 A copy of the institutional monthly work report will be posted for inmate review in each housing unit at each location.

1.2 In conservation camps and restitution centers the monthly report will be posted in an area accessible to all inmates.

563.04 WORK CREDIT APPEAL PROCESS

1.1 The inmate through AR 740 Inmate Grievance Procedure must initiate work credit appeals.

1.2 If the inmate's grievance is upheld, the caseworker will submit the appeal form (DOC-2110 Multi Purpose Adjustment Form) to the CCRM at the Offender Management Division (OMD) for processing of the adjustments to the work credit history.

1.3 The CCRM will make the adjustment and forward the response to the Coordinator on the same appeal form, which will then be placed in the inmate's I-File.

1.4 Once earned work and meritorious can not be forfeited.

- Credits are not earned if fraudulently reported
- Credits posted in error.

563.05 MERITORIOUS CREDIT

1.1 Meritorious credits are to be submitted by the Warden/designee

- Education – G.E.D (30 credits), High School Diploma (60 credits), college degree (90 credits)
- Vocational – One lump sum of 90 credits, or in three increments of 30

credits each depending on the structure of the program, for satisfactory completion of a certified program of vocational education and training which is listed in the curriculum of the Division of Prison Industries.

- Treatment – 3 credits for the satisfactory completion of a program of treatment for the abuse of alcohol or drugs conducted jointly by the Department of Corrections and a BADA certified counselor. Inmates completing Therapeutic Community programs can earn up to 90 credits.
- Meritorious service – A maximum of 90 credits per calendar year for fire suppression, acts of heroism, and other charitable or exceptional acts deemed meritorious by the Director.

1.2 Upon completion of service eligible for or deemed worthy of meritorious credit consideration, the staff person/supervisor will complete DOC Form 3077 Nomination for Meritorious Sentence Credits, and attach supporting documentation describing the acts achieved.

1.2.1. For educational, or vocational achievement, a copy of the certificate, diploma, or degree will be attached.

1.2.1.1. It is the responsibility of the nominating party to ensure that the inmate has not already completed an achievement that would exclude them from receiving additional credit, for example, an inmate is not eligible for G.E.D. credit if the inmate has already received a High School Diploma.

1.2.2. For meritorious service, a memorandum or letter describing the service and reason for nomination will be attached. If for fire suppression, DOC Form 547 will be completed and attached.

1.2.3 No supporting documentation is necessary for completion of a treatment program. Given completion of a treatment program by a large number of inmates, a list of all nominated individuals may be attached to the nomination form.

1.3 After approved by Warden, completed nomination forms with attachments will be forwarded to the CCRM/designee at the OMD.

1.4 The OMD will review the nominations to ensure eligibility and forward them to the Director/designee for signature.

1.5 Approved meritorious credit will be posted by OMD and copies of the nomination forms will be returned to the institutions for inclusion in the I-File.

563.06 IMPLEMENTATION

1.1 Post orders and work performance standards will be adjusted for all affected staff.

1.2 Inmates shall have no involvement in gathering or reporting work credits.

REFERENCES

ACA 3-4094

ATTACHMENTS

DOC-536 Supervisors Work Credit Report
DOC-2110 Multi-Purpose Adjustment Form

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.